<u>Guidelines</u>

Academic Audit (2022-23)

(For Departments offering Humanities Programs)

DELHI TECHNOLOGICAL UNIVERSITY

New Delhi-110042

1. Teaching - Learning Process and Evaluation (155)

1.1 Faculty Profile (40)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting Documents	Marking guidelines
a	Average percentage of *Regular* teachers against sanctioned post	5	No of. sanctioned Posts, No. of Regular Teachers	**Rele**vant data summary sheet	>80%- 5 mark <30%- 0 mark In between marksare linearly grade**d**
b	Average percentage of regular teachers from other states/ countries against sanctioned post *At the time of joining (Permanent Address)*	5	No. of sanctioned Posts, No. of Regular Teachers from other states	Relevant data summary sheet	>20%- 5 marks <5%- 0 mark In between marksare linearly grade**d**
c	Average percentage of *Regular* teachers with PhD degree	5	No. of teachers, No. of Full Time Teachers with PhD Degree	Relevant data summary sheet	>70%- 5 marks <30%- 0 mark In between marks are linearly graded
d	Teaching Experience per *Regular* teacher in no. of years	5	List of Regular Teachers with their teaching experience	Relevant data summary sheet	>15 years- 5 marks <5year- 0 mark In between marks are linearly graded
e	Percentage of regular teachers who received awards, recognition, fellowship at State/ National/ International Level from Govt./ recognized bodies/*Regularly bodies of state/Central Govt.)other than DTU*	5	No. of Regular teachers who received award	Relevant data summary sheet	>5%- 5 marks <1%- 0 mark In between marksare linearly graded
f	Percentage of teachers using theICT bodies for effective teaching with LMS/ERP	5	No. of teachers using the ICT for effective teaching with LMS/ERP	Relevant data summary sheet	>50%- 5 marks <25%- 0 mark In between marksare linearly graded
g	E-content developed by Faculty for e-PG Pathshala / CEC (UG)/ SWAYAM/ MOOCs platform/ NPTEL/ NMEICT/ Moodle/ any other	5	No. of teachers who have developed E-content in *current cycle of NAAC*	Relevant data summary sheet	>5%- 5 marks <1%- 0 mark In between marksare linearly graded
h	Ratio of Students to mentor for academic and stress related issues	5	List of students with mentors	Relevant data summary sheet	>25– 0 marks <15 – 5 mark In between marksare linearly graded
	Total	**40**			

1.2 Teaching – Learning Process (65)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting Docs.	Marking guidelines
1.2.1	**Theory lectures**				
	Average % of lectures conducted	10	Total lectures, lectures conducted in each course	Relevant data summary sheet	>90%-10 marks <60%- 0 mark In between marks are linearly graded
	Percentage of courses for which course file consisting of teaching plan, execution plan etc. available and updated	15	Total Courses ,No. of Courses for which course file consisting of teaching plan, execution plan etc.	course file	>90%- 15 marks <60% - 0 mark In between marks are linearly graded
1.2.2	**Practical**				
	Average % of practical conducted compared with that minimum required as per curriculum:	10	Total no. of practical conducted, minimum no. of practical required as per curriculum	Relevant data summary sheet	>90%-10 marks <60%- 0 mark In between marks are linearly graded
	Availability of *laboratory manual*	5	Lab Manual available	Lab Manual	>90%-5 marks <60%- 0 mark In between marks are linearly graded
	Maintenance of laboratory equipment and new addition	5	List of equipment not in working condition, list of newly added equipment (yes/no)	Relevant data summary sheet	If non-working equipment's < 10% - 5 mark Else – 0
1.2.3	**Theory attendance of students**				
	Average % of lectures attended by students	5	Total Theory lectures, lectures attended	Attendance Record	>80%-5 marks <75%-0 mark **(As per University norms)** In between marks are linearly graded
1.2.4	**Practical attendance of students**				
	Average % of practical attended by students	5	Total Practical lectures, lectures attended	Attendance List	>80%-5 marks <60%-0 mark In between marks are linearly grade
1.2.5	Home assignments and its assessment.	2	List of Home assignments and its assessment summary. (yes/no)	Relevant data summary sheet	If at least 80% complied- 2 marks Else 0
1.2.6	Efforts taken by Department to improve performance of academically weaker students through remedial classes • *Identification Mechanism - Yes/No* • *Remedial Classes -Yes/No* • *Analysis (Impact) -Yes/No*	3	Remedial classes for improvement for weaker students (Yes/No)	Relevant data summary sheet	If yes- 1 marks (For each activities) Else – 0
1.2.7	Efforts taken by Department to improve overall performanceof students including Quality Circle/Courses conducted/ Expert lectures etc.	5	Does the provision for improving performance of students including Quality Circle/Courses conducted/ Expert lectures etc. exist? (yes/no)	Relevant data summary sheet	If 6 - 5 marks < 3- 0 In between marksare linearly grade
	Total	**65**			

1.3 Examination System (40)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting Docs.	Marking guidelines
1.3.1	**Examination Process**				
	Transparency in the processes like internal assessment; scrutiny and declaration of result	10	Does the Provision of Showing checked answer sheet to students for any query exist? (yes/no)	Relevant data summarysheet	If yes – 10 marks Else 0
	Appropriate weight-age forcontinuous evaluation and end semester examination.	10	Total End Sem marks, marks Awarded for Conti. Evaluation	Marking Scheme (Componate weight-age for CWS, ETE, MTE, PRE/PRS	If yes- 10 marks, Else 0
1.3.2	Quality of MTE/ETE QuestionPapers	20	Question papers audit by the department/ university	Auditors report	If audit done- *<100%-20 marks Less than 50%- Else 0 Marks In between marks are linearly graded*
	Total	**40**			

1.4 Students Performance and Learning Outcomes (15)

S. N.	Sub-parameter	Marks Assigned	Self-Assessment Score	Marks Scored	Marking guidelines
1.4.1	**Learning outcome**				
	Course Outcomes for all programs offered by the department are stated and displayed on the prominent places including Website, communicated to teachers and students	6	CourseOutcomes for allprograms offered, Display information	Relevant proofs	If exist and displayed -6 marks If exists not displayed -3 mark If neither-0 marks
	Percentage of Programs/Courses for which Attainment of Program Outcomes, Program specific Outcomes and Course Outcomes are calculated.	4	Number of courses for which exercise has been done		>100%- 4 marks <10%- 0 mark In between marks are linearly graded
	Total	**10**			

2. Research, Innovation and Extension (230)

S. N.	Sub-parameter	Marks Assigned	Information Details	Supporting document	Marking guidelines
2.1	**Promotion of Research & Facilities**				
	Average seed money provided to faculty per year for research	5	Faculty list with seed money received for research	Relevant data summary sheet	>20,000 per year per full time faculty-5 marks; <5,000- 0 marks. In between marks are linearly graded
	No. of teachers awarded international fellowship for advance study/ research	5	List of teachers awarded international fellowship for advance study/ research	Relevant data summary sheet	At least 1- 5 marks Else- 0 marks
	No. of JRF/ SRF/ PDF/ RA and other research fellows enrolled in the Department	5	List of Student	Letter from Agency	At least 1- 5 marks Else 0 marks
	Recognition of department from UGC-SAP, CAS, DST-FIST, DBT, ICSSR or any other similar Govt. agency	5	Yes/No	If yes – Supporting doc	If yes-5 marks Else 0
	Total	**20**			
2.2	**Resource Mobilization for Research**				
	Grants for research received from Non-govt. sources such as Industry, International bodies, endowments, Chairs in the institution	5	*Departmental/Individual*	If yes – Supporting document **(Sanction letter and Grant Utilization Certificate)**	*If 1-5 marks Else 0*
	Grants for research received from Govt. sources	10	*Departmental/Individual*	If yes – Supporting document **(Sanction letter and Grant Utilization Certificate)**	*If 1 - 10 marks Else 0*
	No. of research projects per teacher (funded from outside University) *Sanctioned Dates in the year*	5	List of research projects with PI name	Supporting document (Sanction letter)	At least 10% teachers have outside university funded project - 5 marks < 5%- 0 marks In between marks are linearly graded
	Total	**20**			
2.3	**Innovation Eco system**				

		No. of award for innovation won by department/ faculty/ student/ **PSU statuary/ Regulatory Govt. Bodies/Central/NGO/Industry**	15	No. of award for innovation won by department/ faculty/ student	Attach supporting awardee letter	At least 01 in last 5 years – 15 marks Else 0 marks
		No. of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student	15	No. of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student	List of Start-ups incubated in DTU/ outside incubators by the department/ faculty/ student	At least 01 *in current NAAC cycle* - 15 marks Else 0 marks
	Total		**30**			
2.4	**Research Publication and Awards**					
	No. of patents published/ granted • *Granted (Awareness)* • *Published* • *Commercialization/ Technology Transfer*		20 8 4 8	No. of patents published/ granted	List of patents published/ granted	**10% Percent of faculty strength - 20 marks**
	No. of PhDs awarded per teacher		20	**No. of PhDs awarded per teacher eligible supervisor**	**List of PhDs awarded per eligible supervisor**	*At least 20%* of eligible supervisor **produced at least 01 Ph. D each – 20 marks** *< 10%- 0 marks* In between marks are linearly graded
	No. of Research papers per teacher in indexed Journals (SCOPUS/ SCI/ SCIE/ Web of Science)		25	No. of Research papers per Supervision in indexed Journals (individual/total)	List of Research papers per supervisor in indexed journals	*At least two* Research papers per Supervisor in indexed Journal- 25 marks *<0.5- 0 marks* In between marks are linearly graded
	No. of Books Chapters in edited Volumes per teacher		5	No. of Books Chapters in edited Volumes by teachers in the department	List the edited chapter under faculty name	At least 20% teachers contributed - 5 marks <10 %- 0 marks In between marks are linearly graded
	No. of Books Published per teacher		10	No. of Books Published by teachers in the department	List the books with their author	At least 10% teachers contributed – 10 marks <5 %- 0 marks In between marks are linearly graded

		No. of Papers published in National/ International Conference Proceedings	10	No. of Papers published in National/ International Conference Proceedings	Supporting docs. For published papers	At least **Two** papers per teacher – 10 marks <0.25- 0 marks In between marks are linearly graded
		Average h-index of the department as per SCOPUS/ Web of Science	5	Average h-index of the department as per SCOPUS/ Web of Science	Data summary sheet	At least 3 per teacher - 5 marks <1- 0 marks In between marks are linearly graded
		Average citation index of the department as per SCOPUS/ Web of Science/ Indian Citation Index	5	Average citation index of the department	Letter mentioning citation index	At least 10 per teacher - 5 marks <1- 0 marks In between marks are linearly
		Total	**100**			
2.5	**Consultancy**					
		Revenue generated from Consultancy/ from Corporate Training/ any other source	20			>1 lakhs- 20 marks < 25, 000-0 marks; In between marks are linearly
		Total	**20**			
2.6	**Extension Activities**					
		No. of awards and recognition received by *teacher & Students* for extension activities *in the neighborhood communities in terms of impact & Sensitizing students to social issues & Holistic development* from govt./ recognized bodies	5	No. of awards and recognition received for extension activities from govt./ recognized bodies *(NGO)*	Record of such of awards/reco gnition received	At least 1 award/recognition at department level – 5 marks Else -0 marks
		Average percentage of teachers/staff participating in extension activities (Swatch Bharat, AIDS awareness, GenderIssues, Unnat Bharat etc.) through Extensionand Outreach office/NSS/ NCC/ Red Cross/YRC/ **Professional Society/ Student Society/clubs/organization of conferences/Seminars / conclaves etc.** **(Not covered in point 2.3.7)**	15	No. of extension and outreach programs conducted	List the records of such extension and outreach programs conducted	>100 %- 15 marks < 50% - 0 marks In between marks are linearly
		Total	**20**			
2.7	**Collaboration**					

No. of collaborative activities for Research, faculty *exchange,* student exchange per year	5	No. of collaborative activities for Research, faculty exchange, student exchange per year	List of activities with supporting docs. of such activities	At least 1 activity at department level – 5 marks Else 0 marks
No. of linkages with Institutions/ Industries for internship, on the job training, Project work, sharing of research facilities	5	No. of linkages with Institutions/ Industries for internship, on the job training, Project work, sharing of research facilities	Supporting doc. such linkages	Yes – 5 Marks No – 0 Marks
No. of functional MOUs with Institutions of National & International Importance/ Industry/ Corporate House/ Others	10	No. of functional MOUs with Institutions of National & International Importance/ Industry/ Corporate House/ Others	Mention such functional MOUs	At least 1- 10 marks Else 0 marks
Total	**20**			

3. Infrastructure and Learning Resources (50)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting docsuments	Marking guidelines
3.1	**Physical Facilities**				
1.	No of class rooms/tutorial (with AC/ Without AC)	5	No. of AC and Non-AC Class Rooms (L) Total number of classes in the department for all programs (K) Ratio=L/K	Summary data sheet	Ratio >0.5- 20 marks <0.2- 0 marks In between marks are linearly graded
2.	No. of Faculty rooms/cabins	5	No. of Faculty Rooms		If sufficient number as per faculty requirement-10 marks Else- proportionate marks as per availability
3.	No. of Computing hardware facilities *as per curriculum*	5	Computing hardware facilities		If one computer lab in the department -5 marks Else- 0 marks
4.	Class rooms furniture (Adequate quantity and quality)	5	Class rooms furniture (Adequate quantity and quality)		If available as per requirement- 5 marks Else- proportionate marks as per availability
	Total	**20**			
3.2	**Library as a learning resource**				
	Departmental library	10	Details related to Departmental Library(yes/No)	Report on Departmental **Library room no.**	Yes – 10 Marks No – 0 Marks
	No. of books/journal/e-books/e-resources purchased on department recommendation	15	No of books, e-library, e- journals, e-sodh sindhu, e-database, e-books and printed journals related to programme in the central library	Relevant data summary **sheet and proof of purchased**	If adequate as per committee judgment-15 Marks Else- proportionate marks as per availability
	Total	**25**			
3.3	**Expenditure on Physical Infrastructure augmentation**	05	Total budget allocated to Department , budget allocated to Physical Infrastructure Augmentation	Report on budget allocated to Physical Infrastructure Augmentation	If adequate as per committee judgment-5 Marks Else- proportionate marks as per availability
	Total	**05**			

4. Governance, Leadership and Management (100)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting docs	Marking guidelines
4.1	**Department Vision and Leadership**				
	Vision, Mission and Quality Objective are prepared in a consultative manner and displayed Prominently	20	Vision, Mission and quality prepared in consultative manner and displayed prominently (yes/no)	Attach report mentioning Vision, Mission and quality prepared	If yes- 20 marks Else 0
4.2	**Strategy development and deployment**				
	Strategic Plan of the department is documented and Implemented in timelines	30	Details of Strategic Plan of the department is documented and implemented in timelines	Attach a report on the topic	If yes- 30 Else – 0
4.3	**Faculty Empowerment Strategies**				
	Provision of welfare measures for Teaching and non- teaching staff (such as support for higher qualification), Financial support to attend conferences/workshop	10	Provision of welfare measures for Teaching and non-teaching staff	Attach a guidelines on welfare measure (Sanctioned order)	If yes- 10 marks Else 0
	Average number of professional development/administrative training Programmes organized by the institute/Department for teaching and non-teaching staff during the current cycle* (Current academic year also)	20	Provision for organizing FDP and STTP for teaching and non- teaching staff	List of faculty members with certificate	If yes- 20 marks Else 0
	Average percentage of teachers provided with financial support to attend conferences/ workshops Orientation course/ FDP/ Refresher course/ STP and membership fee for professional bodies	20	Total No. of teachers, No. of teachers provided with financial support	List of teachers with their respective support amount	If at least 10 % receives financial support- 20 Marks <5%- 0 marks In between marks are linearly graded
	Total	**100**			

5. Values and Best Practices (100)

S. No.	Sub-parameter	Marks Assigned	Information Details	Supporting docs	Marking guidelines
5.1	**Department values & social responsibility**				
	Participation in gender equity promotion programs	5	No. of gender equity promotion programs Organized/*Participated*	Attach a report/document on respective topic	If yes-5marks Else **0**
	Common room facility available	10	Details of Common room facility available (yes/no)		If yes- 10 marks Else 0
	Extent of green practices in the department *any 02 if followed:-* • *Paper Lens Office* • *E communication* • *Light room* • *No plastic* • *Plantation drive*	10	Details of Extent of green practices in the department		All – 10 marks None - 0
	Availability of resources for differently abled persons	10	Details on Availability of resources for differently abled persons(yes/no)		If yes- 10 marks Else 0
	No. of specific initiative to address locational advantages and disadvantages	5	No. of specific initiative to address locational advantages and disadvantages		If yes- 5 marks Else 0
	Code of conduct handbook exist for students and teachers	5	Mention guideline details (yes/no)	Attach handbook	If yes- 5 marks Else 0
	Departmental core values are displayed in the department	5	List of Core values are displayed in the department		If yes- 5 marks Else 0
	Department plans and organizes appropriate activities to increase consciousness about National identities, symbols, fundamental duties and rights of Indian Citizens	5	Details of Department plans and organizes appropriate activities to increase consciousness about National identities, symbols, fundamental duties and rights of Indian Citizens (yes/no)		If yes- 5 marks Else 0
	Department follows approved Manual of official procedure Handbook? (yes/ no)	5	If yes, List the details Department follows approved Manual of official procedure Handbook.		If yes- 5 marks Else 0
	Department observes complete transparency in its financial, academic, administrative and auxiliary functions	10	Details of Department observes complete transparency in its financial, academic, administrative and auxiliary functions (yes/no)		If yes- 10 marks Else 0
	best practices in the department (provide list)	20	best practices in the department		If one – 20 marks Else 0
	Describe one area where department is distinctive	10	Describe one area where department is distinctive with particular details		If yes- 10 marks Else 0
	Total	**100**			